



Nashville Metropolitan Government ADMINISTRATIVE ORDER

SUBJECT: Agency Fleet Coordinator	ORDER NO.: 08-14 REVISION NO.: NA
ISSUED BY: Department of General Services	EFFECTIVE DATE: October 1, 2014

1. Governing Authority

Executive Order No. 031

2. Background

The efficient and effective delivery of many services by Metro agencies is dependent upon the availability of appropriate, well maintained motor vehicles and equipment. OFM is responsible for ensuring that safe, reliable fleet units as well as fuel are accessible and efficiently used for Metro business. Routine, agency reviews of compliance with Department of General Services Administrative Orders as well as clear, dependable communication and a close working relationship between OFM and each Metro agency is critical to this mission.

3. Applicability

This order applies to all motor vehicles and equipment rented or leased by or titled to any Metro agency and to each agency using such units.

4. Definitions

- Agency – A Metro agency, department, institution, board, bureau, or authority issued vehicles or equipment through OFM.
- Agency Head – An agency's chief executive officer or designee.
- Equipment – All units managed and maintained by OFM that do not meet the definition of a vehicle.

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- Fuel Card – A purchasing card that provides a payment method enabling the cardholder to make purchases for Metro vehicles and equipment (purchases are paid by the fuel card vendor, which then bills Metro for them).
- Fuel Card Vendor: The Metro contractor that provides fuel cards, associated services, and billing for fuel card purchases.
- Fuel Key – A FuelMaster Prokee™ card, which is used to obtain fuel from Metro-owned fuel sites.
- Metro – Metropolitan Government of Nashville and Davidson County.
- OFM – Department of General Services, Office of Fleet Management.
- Participating Vendor – A commercial fuel vendor (gas station) that participates in the fuel card vendor's program and permits tax exempt gasoline and diesel fuel purchases for Metro units with the Fuel Card. A list of participating vendors can be found on the Inside Metro website at: http://imtoo.nashville.org/gsa/docs/fleet/participating_vendors.pdf.
- Unit – A term for any or all vehicles and equipment subject to this order.
- Vehicle – Any self-propelled, rubber-tired unit capable of being licensed in the state of Tennessee for over the road travel.

5. Agency Fleet Coordinator Designation

Each Agency Head shall designate an Agency Fleet Coordinator, who will serve as the primary contact and liaison between the agency and OFM regarding vehicle and equipment support and be responsible for overseeing the agency's use of vehicles, equipment, and fuel (fuel keys and fuel cards).

6. Agency Fleet Coordinator Duties

The Agency Fleet Coordinator shall be responsible for the duties below and for carrying out responsibilities as assigned by the Agency Head.

6.1 General duties of an Agency Fleet Coordinator shall include:

- disseminating information from OFM to agency employees (including the requirements of Department of General Services Administrative Orders pertinent to employee use of Metro vehicles and equipment);
- training agency employees as appropriate regarding the requirements of Department of General Services Administrative Orders;
- ensuring that all agency assigned units are maintained, serviced, and repaired in accordance with manufacturers' standards;

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- reporting to OFM any actual or anticipated issues relating to vehicles, equipment, or fuel;
- communicating with OFM management as necessary, required, and appropriate;
- documenting agency compliance with and any disciplinary action relating to Department of General Services Administrative Orders;
- reviewing the work of any agency staff that may be assigned to assist in the completion of Agency Fleet Coordinator responsibilities; and
- completing or managing other duties or responsibilities relating to fleet operations that may be directed by any Department of General Services Administrative Order.

6.2 An Agency Fleet Coordinator shall also be responsible for managing and monitoring the agency's use of fuel keys and fuel cards (Internet access for the designated person is required).

The OFM business office shall give each agency coordinator access to Metro fueling transaction data, and the coordinators' management responsibilities shall include:

- training agency employees for proper fuel key and fuel card use;
- reviewing agency fuel transaction data (*e.g.*, randomly assessing, by PIN, odometer readings, locations, date and time of fueling, and amounts and types of fuel to identify inconsistencies);
- analyzing fuel key and fuel card use by agency employees and producing associated reports;
- reviewing and documenting emergency situation use of a fuel key or fuel card;
- reviewing and documenting instances of improper fuel key and fuel card use;
- reviewing and documenting fuel card purchase exceptions;
- reviewing, deactivating, and maintaining up-to-date active, fuel key and fuel card PIN number assignments to agency employees (so that assignments always reflect current personnel and responsibilities);
- reviewing, documenting, and reporting any damaged, lost, or stolen fuel key or fuel card to the OFM Fuel Coordinator and requesting any necessary replacement;
- reporting to OFM any actual or anticipated issues relating to availability or the use of fuel by the agency;

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- communicating with the OFM Fuel Coordinator as necessary, required, and appropriate; and
- coordinating agency enforcement of and any disciplinary action relating to agency employee use of fuel keys and fuel cards.

9. Compliance and Enforcement

All employees share in the responsibility for compliance with this order. Any violations should be brought to the attention of an appropriate agency supervisor. Further, the Agency Fleet Coordinator is responsible for overseeing and managing compliance and ensuring the maintenance of comprehensive documentation demonstrating that the agency is in compliance with all requirements of this order.

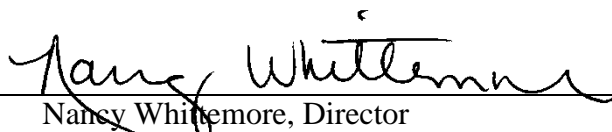
Each Agency Head is responsible for the enforcement of this order and may issue policy and procedures that are more restrictive than or supplementary to the requirements of OFM administrative orders, policies, and procedures.

10. Disciplinary Action

Disciplinary action to be taken when employees violate the requirements of this order shall be consistent with policies and procedures set by each agency and, to the extent applicable, the rules of the Civil Service Commission.

11. Order Documentation

Administrative Orders are issued to Agency Heads via email and are posted on the Inside Metro website under General Services.



Nancy Whittemore, Director
Department of General Services

9-2-2014
Date